DCMC 1999 Group Leaders Confere

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ELECTRONIC DOCUMENT WORKFLOW WORKSHOP

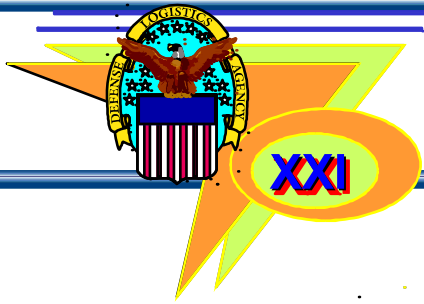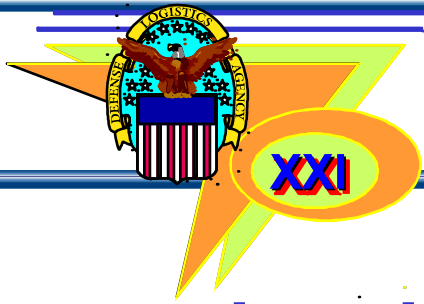## DCMC Point of Contact:

Mr. Ron Youngs

DCMC Paperless Team

(703) 767-3390, DSN 427-3390

ronald_youngs@hq.dla.mil

AGENDA

➤ **Introduction to EDW**

➤ **Demonstration of EDW**

➤ **Discussion on Impact to CAOs**
  ➤ **"What to expect at your site"**

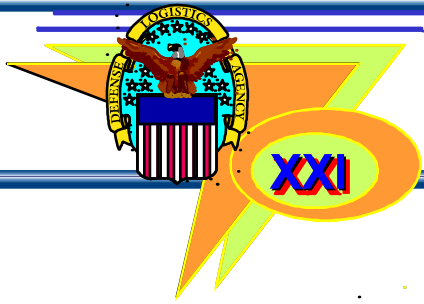➤ **Question and Answer Opportunity**

What Is EDW?

➢ **Receipt, distribution, review and approval of all documents in an electronic work process flow**

➢ **Features:**
  - ➢ **Routes newly received documents to all individuals identified in the workflow, simultaneously**
  - ➢ **Eliminates document duplications**
  - ➢ **Reduces numbers of lost documents**
  - ➢ **Automatic retrieval of contract documents from DISA's Electronic Document Access (EDA) Web site**
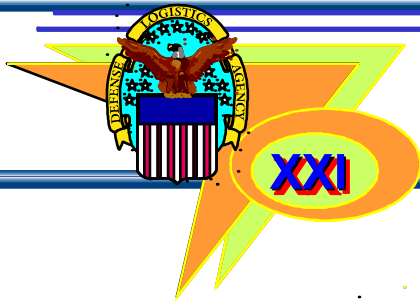
Reasons for Deploying EDW

➢ **Supports MRM#2, Moving to Paper-Free Contracting by January 1, 2000**

➢ **Allows DCMC customers to "turn off" hard copy distribution of contracts**

➢ **Fills in the paperless "gap" prior to full deployment of SPS in DCMC and all of our trading partners**

➢ **Enhances DCMC transition to EC environment**
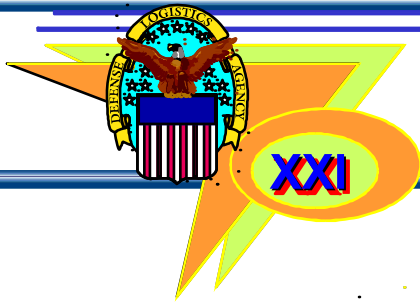
EDW DEMONSTRATION

Electronic Document Workflow
Software Product Demonstration

Workflow Builder/Workflow Manager Demo
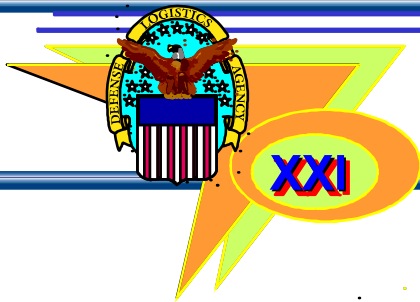### Process Flows, Adding/Deleting Users

Client/User Demo
Document Retrieval, Indexing, Routing

EDW WORKSHOP

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Discussion on Impact to CAOs

"What to expect at your site"

Pre-Deployment Site Visits

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- ➢ **Pre-Deployment Site Visit 30-45 days in advance**
  - ➢ **Determine Site POC and Lead Users**
  - ➢ **Advance coordination with each CAO Commander**
  - ➢ **"All Hands" Meeting**

- ➢ **FASST Team POC/District-F Shop and USI Contractor will work with CAO to ensure:**
  - ➢ **Training Room Adequacy**
  - ➢ **Site Deployment Schedule Established**
  - ➢ **All deployment questions are answered**
  - ➢ **Training and Deployment planning consider all elements contained in DCMC Info Memo 99-25**

TRAINING

- ➢ **OJT Training on EDW Install with Site 334s**
- ➢ **Workflow Builder/Workflow Manager Training**
  - ➢ **Attendance by Team Leaders and one other team member**
- ➢ **Lead User Training**
  - ➢ **One Lead User per Operational Team**
- ➢ **User Training**
  - ➢ **One day classroom instruction**
  - ➢ **Three days "over-the-shoulder" assistance**
- ➢ **All classroom training will be provided jointly by USI, the DCMC designated FASST representative and the sites Lead User**
- ➢ **User manuals and quick reference guides to be provided**
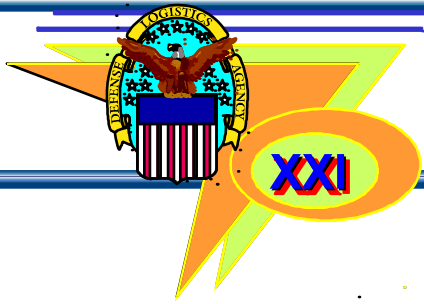
INFRASTRUCTURE

➤ **Client Server**

➤ **User workstation PC**

➤ **17" Monitor, some 21"**

➤ **Scanners**

➤ **T1 telecom**

➤ **ISP**

➤ **Standard workstation software**

DEPLOYMENT SCHEDULE

➢ **Level I**   **Dates**
DCMC Chicago   1-11 to 3-19
DCMC Hartford   1-11 to 4-2
DCMC Lock-Mart Delaware Valley   1-11 to 2-19
DCMC Long Island   1-11 to 3-12
DCMC Raytheon-Hughes El Segundo   1-11 to 2-5
DCMC San Diego   1-11 to 2-19
DCMC Seattle   1-11 to 2-19

➢ **Level II**   **Dates**
DCMC Dayton   3-1 to 4-30
DCMC Detroit   3-15 to 4-23
DCMC Lockheed-Martin Orlando   3-22 to 4-16
DCMC Lockheed-Martin Sanders   2-22 to 3-12
DCMC Pratt&Whitney W. Palm Beach   2-16 to 3-8
DCMC Raytheon, MA   4-5 to 5-14
DCMC Santa Ana   2-8 to 5-7

DEPLOYMENT SCHEDULE

➤ **Level III Deployment   Dates**
DCMC Atlanta   5-3 to 7-2
DCMC Cleveland 4-26 to 6-11
DCMC Philadelphia   5-17 to 7-22
DCMC Syracuse 4-26 to 6-11
DCMC Twin Cities   2-22 to 4-30
DCMC Van Nuys 4-5 to 7-2
DCMC Wichita   3-15 to 4-23

➤ **Level IV Deployment   Dates**
DCMC Americas 6-1 to 7-2
DCMC Boeing, Huntington Beach   7-6 to 7-23
DCMC Denver/Lock-Mart Denver   5-3 to 6-25
DCMC GE, Lynn, MA   6-14 to 7-2
DCMC Lockheed-Martin Marietta   6-28 to 7-23
DCMC Northrop-Grumman Bethpage   6-14 to 7-16
DCMC Pittsburgh   4-26 to 5-21
DCMC St. Louis 5-17 to 7-2
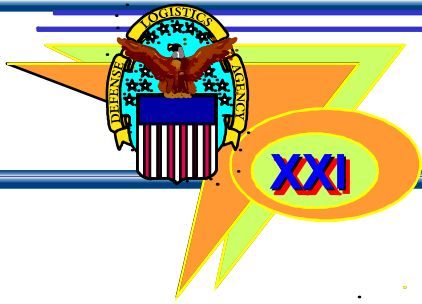
DEPLOYMENT SCHEDULE

➢ **Level V Deployment**   **Dates**

Level V Deployment	Dates
DCMC Boeing St. Louis	**7-6 to 9-3**
DCMC Boeing Seattle	**6-28 to 7-23**
DCMC Dallas	**5-24 to 7-30**
DCMC Indianapolis	**7-6 to 8-20**
DCMC Northern Europe	**7-26 to 8-26**
DCMC Orlando	**7-26 to 9-3**
DCMC San Antonio	**7-26 to 9-3**
DCMC Springfield	**7-12 to 9-10**
DCMC Stewart and Stevenson	**9-7 to 9-17**
DCMC TI Dallas	**7-12 to 8-6**
DCMC Raytheon-Hughes Tucson	**7-26 to 8-20**

DEPLOYMENT SCHEDULE

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| Level VI Deployment	Dates
DCMC Baltimore	8-9 to 11-19
DCMC Bell Helicopter	9-27 to 10-22
DCMC Birmingham	8-9 to 10-29
DCMC GE Cincinnati	9-13 to 10-8
DCMC Lockheed-Martin Ft. Worth	9-7 to 10-1
DCMC Lockheed-Martin Sunnyvale	9-7 to 10-1
DCMC New York	8-23 to 10-8
DCMC Pacific	8-27 to 9-30
DCMC San Francisco	8-2 to 10-8

DEPLOYMENT SCHEDULE

➢ **Level VII Deployment   Dates**
  DCMC Boeing Long Beach 10-4 to 10-22
  DCMC Northrop-Grumman Baltimore   10-25 to 11-23
  DCMC Northrop-Grumman Hawthorne   10-11 to 11-5
  DCMC Northrop-Grumman Melbourne   11-29 to 12-17
  DCMC Northrop-Grumman St. Augustine   10-11 to 10-22
  DCMC Pemco Aeroplex   10-11 to 10-22
  DCMC Southern Europe   10-1 to 11-11
  DCMC Thiokol   10-4 to 10-29

➢ **Level VIII Deployment   Dates**
  DCMC APMO   10-25 to 11-23
  DCMC Boeing Canoga Park   10-25 to 11-23
  DCMC Boeing Helicopter 10-25 to 11-12
  DCMC Lockheed-Martin Owego   11-30 to 12-17
  DCMC Pratt&Whitney, E. Hartford   11-8 to 12-3
  DCMC Raytheon E-Systems   11-1 to 11-19
  DCMC GD Pittsfield   11-1 to 11-19
  DCMC Saudi Arabia   11-12 to 12-13
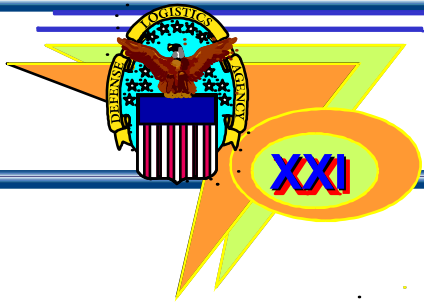
DEPLOYMENT ISSUES

➢ **Paper Retention**

➢ **Scan Stations per CAO**

➢ **Electronic Receipt of Documents**

➢ **Remote User Connectivity**

➢ **Electronic Signature**

EDW Representatives

HEADQUARTERS

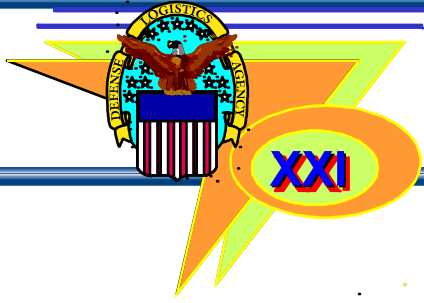| Ron Youngs | DCMC HQ POC | 703-767-3390 |
| John Reddington | Deployment POC | 617-753-3361 |
| Maj. Bart Becknel | EDW Prog Mgr. | 703-767-6335 |

DISTRICT EAST

| Bart Hogan | DCMDE FASST | 617-753-3359 |
| Jim Murphy | DCMDE F Shop | 617-753-3677 |

DISTRICT WEST

EDW WORKSHOP

QUESTIONS

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